



CITY OF SAN ANTONIO

September 30, 2005

Dear Neighborhood Leader:

As a neighborhood association registered with the City of San Antonio, the Planning Department is asking your organization to complete the attached "Update Form." The information you provide will be used to update our Neighborhood Association Listing and improve our database in order to provide the Zoning Division of the Development Services Department with current information on your neighborhood association. This information will be used by the Zoning Division to send notices about pending zoning cases to any registered neighborhood association whose boundaries fall within 200 feet of a zoning case. Additionally, applicants are encouraged to meet with registered neighborhood associations within 200 feet of a property for which a Master Development Plan is proposed and file a Citizen Participation Plan to be included as documentation in the public hearing concerning the proposed development.

To maintain your organization's registration, we require that you submit any amendments to the bylaws made since October 2004 and your current officers list. Please return the completed form, along with updates to the officers list and any amendments to the bylaws, to the Planning Department by Tuesday, November 1, 2005. Once the updates are completed, the Planning Department will have current information for the Neighborhood Association Listing. It is of utmost importance that we have the most current information and supporting documentation in order to ensure neighborhood participation in the development process that may impact your neighborhood. If we do not receive an updated officers list, and bylaws amendments (since October 2004), your organization will be noted in the registry as inactive, and will no longer receive notices for public hearings on zoning, plan amendment, board of adjustment, and demolition cases. Organizations maintaining an inactive status for two years will be removed from the registry.

You can request the listing from the Planning Department anytime throughout the year. The Planning Department's website (www.sanantonio.gov/planning) also has an abridged Neighborhood Association Listing. This information can be accessed at City libraries and on personal computers. Neighborhood Association boundaries can be accessed through the department's zoning map by activating the voluntary and mandatory neighborhood association boundaries (maps.sanantonio.gov/website/zoning/viewer.asp).

Finally, we are providing you with a copy of our Neighborhood Registration policy for your reference. Responding to requests for revisions to the Neighborhood Association Registration Policy, City Council will appoint a Neighborhood Task Force this fiscal year to review and comment on the proposed revisions. Until this review takes place, the original policy dated July 2001 will remain in effect.

Thank you for making the Neighborhood Association Listing a current and valuable resource for the entire community. Please call the Planning Department at 207-7873 if you have any questions. Also, please write, call or fax the Planning Department to inform us of changes in your contact person, boundaries, or other news throughout the year.

Sincerely,


Emil R. Moncivais, AICP, AIA
Director, Planning Department